

## **Activity 2: Establishing the PLC Team**

### **Suggested Rules:**

- Work individually to write four to six potential rules that you feel are important. The team leader can begin by sharing ideas.
- As a group, discuss and prioritize the rules.
- Once there is a complete list, ask each person individually whether he or she can accept each team rules.
- Type and distribute the agreed-upon rules to every team member.

Encourage team member to point out when a team rule has not been honored.

### **Sample Rules:**

- Treat others with respect
- Turn off cell phones and other communication devices during meetings
- Attend all meetings
- Come to meetings promptly on time and be prepared to work
- Participate in all discussions
- Abide by the group's decisions

### **We agree to:**

- Make agreements based on \_\_\_\_\_ (consensus, majority, etc.)
- Start and end our meetings on time
- Limit interruptions in meetings to emergencies
- Focus on students and their achievement in all of our meetings
- Stay on target and avoid irrelevant discussion
- Accept all ideas during a brainstorming session
- Accept and address conflict but not allow it to become personal

Keep in mind that the most effective teams have the following characteristics. Allow you team to do a periodic self-assessment of these characteristic to keep it healthy and productive. Ask them to rate their level of agreement with these statements:

- The team purpose and goals are clear; the group has shared values and is results oriented.
- Each team member knows his or her role in the group.
- The climate encourages trust and respect.
- Conflicts and differences are addressed and resolved.
- The team ahs a positive communication dynamic and all members participate freely in discussion.
- The team makes decisions based on data and the needs of the students.
- All team members implement group decision to the fullest extent possible.

[Improving Your Elementary School](#), by Leslie Walker Wilson